



FLDRS (Fisheries Logbook and Data Recording Software)

Electronic Vessel Trip Reports (eVTR) (v3.1)

Start FLDRS and Log in

1. Double-click the FLDRS icon.
2. Click the **Login** button.
3. Enter your FLDRS username and password, and click **Login**.
 - a. If you have forgotten your username or password, please contact your FLDRS technician.

Start a new trip

1. On the FLDRS window, click the **Start Trip** button (if it says **Edit Trip**, you have a partially completed trip you **must** complete prior to starting a new trip).
2. When the **Start Trip** button is selected the **Select Program for Current Trip** box will appear, confirm that the Current Program is **Generic Sub – Trip Program**.
3. Confirm the information on the Trip tab is accurate (Crew Members, Departure Date and Time, Port of Departure and Operator).

Efforts:

Current regulations state that a separate VTR must be filled out every time a vessel changes gears or statistical areas. In FLDRS this is accomplished by creating a new effort.

Starting a new effort/VRT

1. Click the Effort tab.
2. Click the **New Effort** button, and check the gear details (e.g., mesh size, gear size, gear quantity). If they are wrong, either select a different gear configuration from the drop down list or make changes to the existing gear details.
3. When ready to start fishing select the **Haul – Start** button, this is record your present location and **Stat Area** and **Avg Depth** if the sounder is connected. If the Sounder is not connected manually enter **Avg Depth**. Record the **# of Tows Hauled** and **Avg Tow Time per Haul**.
4. Repeat Steps 2 and 3 if gear and/or statistical area are changed.

Record your catch

1. Click the Catch tab.
2. Separate efforts (VTRs) will be listed in the ***Efforts List*** box. For each effort enter the cumulative catch (both retained and discarded) for all hauls for that gear or statistical area. The retained catch is listed on the left hand side and discarded catch is listed on the right.
 - a. *Note: FLDRS allows users to select the specific grade code (e.g., gutted head-off, round) for most species caught. Be sure you have selected the grade code that best describes the catch.*

Landings

1. Click the Landings tab.
2. Click the ***New Landing*** button. Click ‘Yes’ if this is the end port for the trip. Click ‘No’ if transiting to another port before completing the offload.
3. When you complete your offload, review the landing details and make any necessary changes. Quantities should match the dealer weigh-out slip when possible. ***You must account for all poundage landed.***
 - a. When splitting a species between multiple dealers, click on the desired species and click the ***Split Species*** button. Be sure to recalculate the correct weights sold to each dealer.
 - b. Double click on the ***Dealer Name*** or ***Date Sold*** and select the correct dealer or date in the pop-up window and click ***OK***.
4. *If the trip was a no – effort trip you will not have to allocate your landings to a dealer after you select ***New Landing****

Trip Notes

1. If anything of note occurred on the trip it can be recorded on the ***Trip Notes*** tab.

Trip Transmission

1. Click on the ***Transmit*** tab.
 - a. *If the trip does not have any efforts, a “Select Trip Activity Type” box will appear.*
 - i. *Click the drop-down arrow to select a description of the trip activity that resulted in a trip with no fishing effort (ie: Set only trip, transiting trip, mechanical breakdown).*
 - ii. *Highlight the best description and click “ok”.*

2. Click the ***Check Trip*** tab. This runs an auto check and will alert you of any errors. Click the ***Check Trip*** after the corrections have been made to recheck for errors.
3. Click ***Export Trip*** to complete the trip report.
4. The ***Operator Validation*** box will appear, enter and confirm your password. This is your electronic signature; it is the equivalent to signing a paper VTR.
 - a. If you have forgotten your password, please contact Alison Verry at 978-281-9209 Alison.Verry@noaa.gov.
5. FLDRS will prepare the file for export and inform you when the trip file has been successfully completed.
6. Once completed, select ***OK*** and then press the ***Exit and Save*** button in the lower right hand corner. This will take you back to the FLDRS home screen.
7. The encrypted, digitally signed .gpg file will be located in the C:\NEFSC\FLDRS3_1\Local_Backup and is ready to be exported.
 - a. Trips can be sent in three ways:
 - i. Uploading the trip using the VERS web portal (<https://fish.nefsc.noaa.gov/cgi-bin/vers/main.pl>)
 - ii. Uploading the trip through the vessels VMS system. This is done by opening Boatracs or Skymate after exiting FLDRS.
 - iii. Uploading the trip via e-mail. The .gpg file can be e-mailed to NMFS at evtr@noaa.gov.

Saving Trips (must be done after **every trip)**

1. Click the **Manage Trips** button
2. Highlight most recent trip
 - a. Click the **Reports** button
 - i. Click **Save Trip Report to PDF**
 - ii. Click OK
 - iii. The PDFCreator program will launch.
 - iv. Click Save
 1. Save trip in default location